

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Executive

DATE: AUG 9 1950

FROM : Management Officer

SUBJECT: Revised T/O - Procurement and Supply Division, Special Support Staff.

1. At the request of the Chief, Special Support Staff, the Management Staff has completed a study of the organization and functions of the Procurement and Supply Division, Special Support Staff.

2. The Chief, Special Support Staff, has concurred in the attached proposed organizational chart and T/O.

3. In arriving at our conclusions on the proposed reorganization, the following action was taken by Management:

a. Discussions and meetings were held with officials of Staff II, OPC, and Staff B, OSO, to develop information on their requirements with respect to procurement, supply, storage and movement of supplies, and travel of personnel.

b. Present organization, procedures and functions were analyzed by Management to determine overlaps of functions, duplication of effort, paper flow and files.

c. As a result of a and b above, Management has concluded the following:

(1) While the present T/O in total number appears to be sufficient to handle the present and known future support requirements of the covert activities, the strength is not properly organized or distributed.

(2) The present capacity of the warehouse will not permit the receipt, storage, packing and shipment of any large volume of supplies and equipment that will be required in support of OPC activities.

(3) That the Passenger Section is not properly located in the Procurement and Supply Division as their function of processing personnel for overseas travel duplicates in many instances the functions of Overseas Branch employees.

4. We recommend the approval of the revised organization (Tab A) and the proposed table of organization (Tab B) and submit the following recommendations for your consideration:

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a. That consideration be given to assignment of a qualified military supply officer of the rank of major or higher to the Military Requirements Section to conduct business with military services on requirements, priorities, procurement, storage and shipment of materials required by OPC.

b. That the additional positions added to the Contract Section be filled only by personnel experienced in negotiating cost plus fixed-fee development and supply contracts.

c. Consideration should be given to the establishment of one officer at each major port of embarkation to handle the flow of Agency shipments.

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2 Attachments

Tab A - Rev. organization

Tab B - Proposed T/O

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